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H25 PERFORMANCE APPRAISAL
2003

ID #: 523400

NAME: BRYAN, EDMUND H

C.C. 2307

CORE COMPETENCIES/KEY BEHAVIORS

Teamwork: Works collaboratively with others to accomplish departmental and organizational goals.				
Performance Expectations:				
<ul style="list-style-type: none"> ➤ Cooperates with all department staff in working towards departmental goals and objectives. ➤ Steps forward and helps co-workers when something must get done. ➤ Respects diversity/cultural differences. ➤ Changes focus and direction to meet the workload priorities of the department. ➤ Rebounds from conflicts with others and maintains a productive working relationship. ➤ Carries full weight when working with others to ensure a shared effort in the outcome. ➤ Attends all scheduled and impromptu departmental meetings promptly, and actively participates to accomplish team goals; provides reason for non-attendance and follows up to learn what transpired during meeting. ➤ Cooperates with coworkers and staff in other departments in sharing accurate information. ➤ Demonstrates flexibility to function as part of a team by complying with changes in routine without continuous supervision, adjusting to peak workload and completing priority assignments promptly. ➤ Follows through on recommendations for improved job performance; accepts and incorporates feedback on performance. ➤ Provides notifications for absences and vacation requests according to established guidelines. 				
				Weight: 20%
1 Significantly fails to demonstrate behaviors	2 Inconsistently demonstrates behaviors	3 Consistently demonstrates behaviors	4 Consistently exceeds required behaviors	5 Performance results in substantial impact
Comments: MR. BRYAN HAS IMPROVED HIS COOPERATION WITH OTHER STAFF.				
Development Activity (if applicable):				

CORE COMPETENCIES/KEY BEHAVIORS

Judgment: Responds to crises within systematic, evidence-based problem-solving approach. Gathers information and weighing strengths of various solutions for appropriate action. Analyzes, assesses, and resolves issues and problems.

Key Behaviors:

- Asks questions or verifies information when not sure; does not make assumptions if unsure or unclear.
- Directs efforts to what most needs attention by considering what's important and to whom, and number of people affected.
- Seeks additional help to solve problems or complete tasks as necessary (e.g., due to lack of job knowledge, unavailability of best resource, unsure of or unclear about appropriate next step).
- Follows established department guidelines and Center protocols in urgent situations and follows-up by notifying supervisor when necessary.
- Applies existing rules and procedures to guide actions and decisions.

Weight: 15%

1 Significantly fails to demonstrate behaviors	2 Inconsistently demonstrates behaviors	3 <input checked="" type="checkbox"/> Consistently demonstrates behaviors	4 Consistently exceeds required behaviors	5 Performance results in substantial impact
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Comments:

MR BRYAN DOES ASK QUESTIONS TO VERIFY INFORMATION WHEN NEEDED.

Development Activity (if applicable):

CORE COMPETENCIES/KEY BEHAVIORS

6. Effectiveness - Accomplishes desired results in a manner that maximizes the use of time and resources.				
Key Behaviors: <ul style="list-style-type: none"> ➤ Checks accuracy of information and own work. ➤ Maintains an organized environment (e.g., workplace) so that information/objects are easily accessible to self and others. ➤ Uses time available for most important tasks. ➤ Meets established productivity standards for the job. ➤ Follows all established Center and departmental guidelines, policies and procedures (e.g., infection control, patient safety, waste disposal, personal safety, fire/radiation safety, equipment use). ➤ Limits the number of personal phone calls made and received on a daily basis to essential ones. 				
				Weight: 10%
1 Significantly fails to demonstrate behaviors	2 Inconsistently demonstrates behaviors	3 <input checked="" type="checkbox"/> Consistently demonstrates behaviors	4 Consistently exceeds required behaviors	5 Performance results in substantial impact
Comments: MR BRYAN DOES MAINTAIN AN ORGANIZED ENVIRONMENT IN HIS WORK AREA.				
Development Activity (if applicable):				

SIGNATURES

Employee's comments on the evaluation and the evaluation discussion:

Supervisor's comments on the evaluation discussion:

Mr Bryson
Refused to Sign (Rue)

Signature of Reviewer

11-5-03
Date Signed

Signature of Reviewer's Supervisor Ask 1/25/04

11/10/03
Date Signed

Signature of Employee

Date Signed

Expectations for the next appraisal period were reviewed and discussed. A copy of performance expectations and key behaviors was distributed to employee.

Signature of Reviewer

11-5-03
Date Signed

Signature of Employee

Date Signed



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H25 PERFORMANCE APPRAISAL 2004

ID #: 523400

NAME: BRYAN, EDMUND H

C.C. 2307

JOB RESPONSIBILITIES/PERFORMANCE EXPECTATIONS

Responsibility 3: STERILIZATION				
Selects appropriate sterilization mode; sterilizes items, and verifies established departmental/AAMI Standards for sterilization.				
Percent of Time: 20%		Level of Importance: Critical		Transferability/Permanence: P
Performance Expectations: <ul style="list-style-type: none"> Scans all items being sterilized into the instrument tracking system. Selects appropriate sterilization mode (e.g. high vacuum steam, gravity displacement steam, ethylene oxide) for each item; considers type of item. Selects appropriate sterilization time, temperature, and drying time for each item; considers type of item. Uses a biological test during sterilization for all implants. Asks charge person which method to use when item is new or unfamiliar. Performs sterilization procedures completely per department guidelines. Verifies that sterilization log number corresponds with sterilizer and places on Supervisor's desk. Attaches "exposed" indicator strip to sterilization log. Observes all quarantine protocols and records results on sterilization log. Proofreads all sterilization printouts to ensure sterilization parameters were met; notifies charge person/supervisor if parameters were not met; obtains second signature as required by departmental policies. Changes paper roll as needed. Changes label settings as required on a day-to-day basis, checks to make sure that the month, date, sterilizer number, and load number correspond to the appropriate times. Ensures a proper cool-down period (at least 20 minutes) before placing items into sterile storage or transporting to the Operating Room Clean Core. Tests scopes for leaks, checks containers for cleanliness and repackages all flexible scopes in appropriate containers; matching serial number of scope and container. Ensures that the correct scope/s are returned to right location/s, eg: GI, OR, M14, Head & Neck, Suffolk/Commack, Radiation/Oncology and Anesthesia areas Scans into the instrument tracking system all items to Sterile Storage when appropriate. Attaches ETO cap on all scopes during preparation for ETO sterilization. Check sterilizers located in the Main OR/SDH to ensure proper working conditions. 				
Weight: 20%				
1 Significantly fails to meet requirements	2 Inconsistently meets requirements	3 <input checked="" type="checkbox"/> Consistently meets requirements	4 Consistently exceeds requirements	5 Performance results in substantial impact
Comments: MR. BRYAN IS VERY DETAILED WHEN WORKING THESE AREAS OF THE DEPARTMENT.				
Development Activity (if applicable):				

Central Sterile Technician
Central Processing Department

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CORE COMPETENCIES/KEY BEHAVIORS

2. Teamwork Works collaboratively with others to accomplish departmental and organizational goals.				
Performance Expectations: <ul style="list-style-type: none"> ➤ Cooperates with all department staff in working towards departmental goals and objectives. ➤ Steps forward and helps co-workers when something must get done. ➤ Respects diversity/cultural differences. ➤ Changes focus and direction to meet the workload priorities of the department. ➤ Rebounds from conflicts with others and maintains a productive working relationship. ➤ Carries full weight when working with others to ensure a shared effort in the outcome. ➤ Attends all scheduled and impromptu departmental meetings promptly, and actively participates to accomplish team goals; provides reason for non-attendance and follows up to learn what transpired during meeting. ➤ Cooperates with coworkers and staff in other departments in sharing accurate information. ➤ Demonstrates flexibility to function as part of a team by complying with changes in routine without continuous supervision, adjusting to peak workload and completing priority assignments promptly. ➤ Follows through on recommendations for improved job performance; accepts and incorporates feedback on performance. ➤ Provides notifications for absences and vacation requests according to established guidelines. ➤ Notifies Supervisor/ Lead Technician on breakdown of equipment or other problems in the area workflow. 				
				Weight: 20%
1 Significantly fails to demonstrate behaviors	2 ✓ Inconsistently demonstrates behaviors	3 ✓ Consistently demonstrates behaviors	4 Consistently exceeds required behaviors	5 Performance results in substantial impact
Comments: MR BRYAN DOES NOT SHOW ANY INTEREST IN THE DEPARTMENT'S FUNCTION, HE COMES IN WORKS AND LEAVE				
Development Activity (if applicable):				

CORE COMPETENCIES/KEY BEHAVIORS

1. Service: Treats those individuals (e.g., patient/family, client, Center employee) who depend on the quality, accuracy and timeliness of the work as unique individuals in a respectful, courteous manner, and focuses on understanding and meeting their needs.

Key Behaviors:

- Addresses individuals by name and utilizes relevant information in every interaction to create strong relationships.
- Demonstrates positive regard for individuals by maintaining an approachable demeanor (e.g., smiles appropriately, offers help to those who seem lost, willing to answer questions).
- Delivers services to the right place at the right time.
- Places the needs and convenience of service recipients before own.
- Anticipates service recipient's needs and attempts to fulfill them.
- Considers the impact on others when carrying out tasks and acts accordingly.
- Demonstrates flexibility in order to satisfy the service recipient.
- Keeps promises and commitments to service recipients.
- Researches/finds answers to questions that cannot be answered immediately and gets back to individual(s) with answer.
- Uses knowledge of services to ascertain what is possible to deliver to others and only promises what is possible to deliver.
- Continuously seeks to improve service processes, standards, and objectives.

Weight: 15%

1 Significantly fails to demonstrate behaviors	2 ✓ Inconsistently demonstrates behaviors	3 Consistently demonstrates behaviors	4 Consistently exceeds required behaviors	5 Performance results in substantial impact
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Comments:

MR. BRYAN DOES RESPOND WHEN A REQUEST IS MADE.

Development Activity (if applicable):

* See last page for complete description of rating scale.

Central Sterile Technician
Central Processing Department

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CORE COMPETENCIES/KEY BEHAVIORS

3. Communication: Gives and receives information with professionalism and respect in order to promote a shared understanding.**Performance Expectations:**

- Provides information in a clear, concise, organized manner; ensures the main points of the communication are emphasized; presents one idea at a time.
- Provides a level of detail that is appropriate to the listener(s) and the circumstance(s).
- Solicits feedback from others to ensure their understanding of communications.
- Uses active questioning techniques (e.g., open-ended, close-ended, probing) to obtain additional needed information to ensure complete understanding of situation before providing information and/or choosing a course of action; uses questions that prevent the receipt of biased information.
- Listens objectively; avoids making assumptions; avoids letting past experiences with an individual interfere in the listening process.
- Demonstrates courtesy and respect for others at all times (e.g., allows others to finish speaking before beginning to speak, keeps an even tone of voice, requests assistance from others).
- Uses nonverbal behavior to match and support verbal message (e.g., makes eye contact, maintains even rate of speech and inflection).
- Requests clarification from speaker if verbal and nonverbal communications do not match.
- Maintains a calm, professional manner; keeps composure under stressful conditions by considering context in which events occur and statements made.
- Answers all telephone calls on the second or third ring, identifying you, organization, and department.
- Communicates a professional image through the use of appropriate nonverbal behavior and proper attire (e.g., follows dress code); displays MSKCC ID badge at all times.
- Always respects confidentiality by giving information to those individuals who are authorized and have a need to know.
- Notifies Supervisor/Lead Technician when leaving the work area for any extended period of time.

Weight:15%

1 Significantly fails to demonstrate behaviors	2 Inconsistently demonstrates behaviors	3 ✓ Consistently demonstrates behaviors	4 Consistently exceeds required behaviors	5 Performance results in substantial impact
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Comments:

MR BRYAN DOES COMMUNICATE IN A PROFESSIONAL MANNER

Development Activity (if applicable):

SIGNATURES

Employee's comments on the evaluation and the evaluation discussion:

Supervisor's comments on the evaluation discussion:

MR BRYAN REFUSED TO SIGN AND HAD
NO INTEREST IN HIS EVALUATION.

[Signature]

Signature of Reviewer

11-10-04

Date Signed

[Signature]

Signature of Reviewer's Supervisor

11/10/04

Date Signed

REFUSE
TO SIGN

[Signature]

Signature of Employee

11-10-04

Date Signed

Expectations for the next appraisal period were reviewed and discussed. A copy of performance expectations and key behaviors was distributed to employee.

Signature of Reviewer

Date Signed

Signature of Employee

Date Signed

Central Sterile Technician
Central Processing Department

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